

**TO:** All Evaluation Configurators

**SUBJECT LINE:** February 2022: Upcoming Evaluation Deadlines

Hello Evaluation Configurators:

Welcome to the February monthly email for evaluation configurators! This monthly communication is designed to highlight key actions for the upcoming month as well as recently released resources. All evaluation updates will continue to be shared in the Commissioner’s Update for Directors, the Human Capital Update, and in direct communication to evaluation configurators, portfolio leads, and AGM leads. However, the educator effectiveness team will now publish this monthly communication to provide added reminders and support in meeting the deadlines of the [2021-22 TEAM Evaluation Timeline](#).

If you have any questions or feedback regarding any of the information contained in this email, please reach out to the appropriate contact listed below.

**Key Actions for February**

Deadline	Action	Owner(s)	Resources	Contact
Feb. 1	Ensure district, school, teacher, and student data is accurate in the department’s EIS to prepare for roster verification.	- District testing coordinators	<a href="#">Roster Verification Resources</a>	<a href="mailto:DT.Support@tn.gov">DT.Support@tn.gov</a> ; <a href="mailto:Claiming.Questions@tn.gov">Claiming.Questions@tn.gov</a>
Feb. 4	Review portfolio rosters and check in with educators who have not yet activated their account in Portfolium.	- District portfolio leads	<a href="#">Student Growth Portfolio Lead Best Practices</a> ; This document is intended to support portfolio implementation by providing an exchange of ideas and highlighting best practices	<a href="mailto:Portfolio.Questions@tn.gov">Portfolio.Questions@tn.gov</a>

## Recently Released Resources

### Addressing Incomplete Level of Overall Effectiveness (LOE) Scores: Evaluation Scores by Educator Report

To identify which evaluation components have prevented an educator's LOE score from generating, download the **Evaluation Scores by Educator** report from TNCompass. Once downloaded, if there is a yellow PROTECTED VIEW ribbon at the top, click **Enable Editing**, then complete the following steps:

1. Filter *Column W (PYE)* to *NO*
2. Filter *Column AB (LOE Status)* to *PENDING REQUIRED SCORES*
3. Check the following columns for scores:
  - Column **AD** (Observation Score)
    - For missing observations, please contact [TEAM.Questions@tn.gov](mailto:TEAM.Questions@tn.gov) for assistance.
    - If the educator should have been marked partial year exemption (PYE) but was not, please make that adjustment.
  - Column **AF** (Achievement Score)
    - The administrative edit function may be used to add achievement measure scores for measures that are generated at the local level.
    - The **only** achievement measures that automatically populate scores in TNCompass are TVAAS measures. All other achievement measure scores must be added by the district using the administrative edit function.
    - If the selected achievement measure is a TVAAS measure but there is no score, that measure did not generate a score. The administrative edit function may be used to select a new measure.
  - Column **AP** (Growth Score) and **AR** (Individual Growth)
    - There must be a score in *one* of these columns.
    - If the growth measure selected in Column AO is a *feeder or custom measure*, the district must add that growth measure score using an administrative edit.
    - If there is a TVAAS growth measure in Column AO but no score in Column AP, this indicates that the measure selected did not generate a score. A new growth measure may be selected by the district using the administrative edit function.

Please contact [TEAM.Questions@tn.gov](mailto:TEAM.Questions@tn.gov) for additional assistance.

### Evaluation & Data Management Resources

- [TVAAS Roster Verification FAQ](#)
- [TVAAS Roster Verification Sample Scenarios](#)
- [TVAAS Roster Verification E-Learning](#)
- [High-Quality Feedback Professional Learning Package](#)

We encourage you to share the [team-tn.org website](http://team-tn.org) with educators in your district and check it for updates throughout the year.

To stay informed regarding all evaluation-related updates, please [subscribe](#) to the Human Capital Update. Additionally, all monthly evaluation configurator emails can be found on

the [TEAM website](#). To see any of the email from past months, visit the homepage and scroll down to "Monthly Emails."

Thank you for all that you do to support implementation of TEAM!

Best,

[TEAM.Questions@tn.gov](mailto:TEAM.Questions@tn.gov)